

Are You Accessible?



Dawn Monroe

Microsoft Office Specialist Master



Microsoft Office Accessibility

- Alt Text for Visuals
- Hyperlinks
- Colors
- Fonts
- Accessibility Checker



Graphics & Visuals

- Images
- Clipart
- Screenshots
- Shapes
- Charts
- Tables
- SmartArt
- PivotCharts
- Audio
- Video



Format Picture

✕

✎ ⬠ 📏 🖼

▷ Size

▷ Properties

▷ Text Box

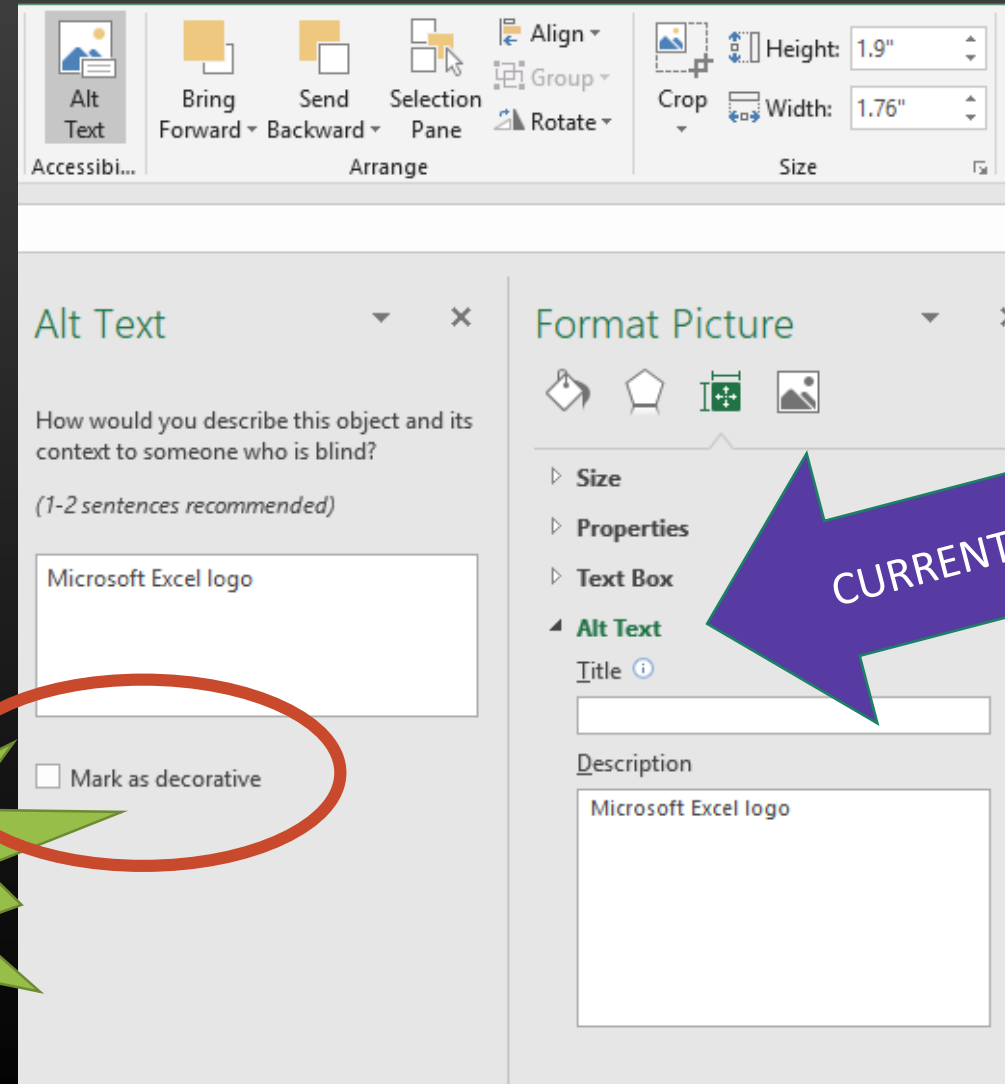
◀ Alt Text

Title ⓘ

Description

Microsoft Excel logo

Alt Text: “Decorative”





NEW
ALT TEXT

CURRENT ALT TEXT

Hyperlink Text & ScreenTips

	A	B
1		
2		
3	http://blogs.jccc.edu/c2c/sidlit/	
4		
5	SIDLIT	
6	Summer Institute on Distance Learning and Instructional Technology	
7		
8		



Colors

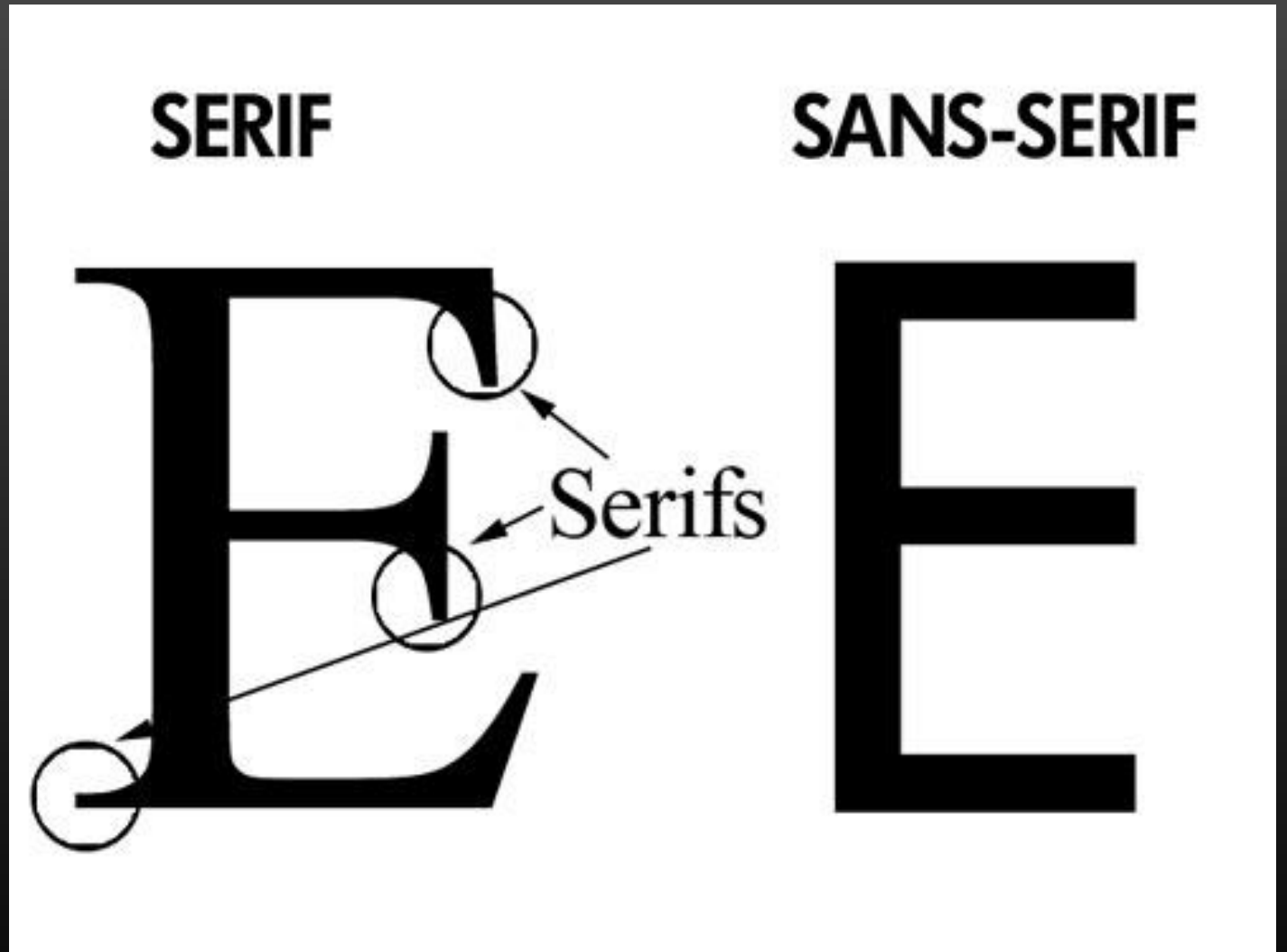
First Name	Last Name	Address	City	State	Zip
Bob	Smith	123 Main	Wichita	KS	67203
Jane	Doe	456 Central	Wichita	KS	67203
CindyLou	Who	789 Douglas	Wichita	KS	67203
First Name	Last Name	Address	City	State	Zip
Bob	Smith	123 Main	Wichita	KS	67203
Jane	Doe	456 Central	Wichita	KS	67203
CindyLou	Who	789 Douglas	Wichita	KS	67203

YES

NO

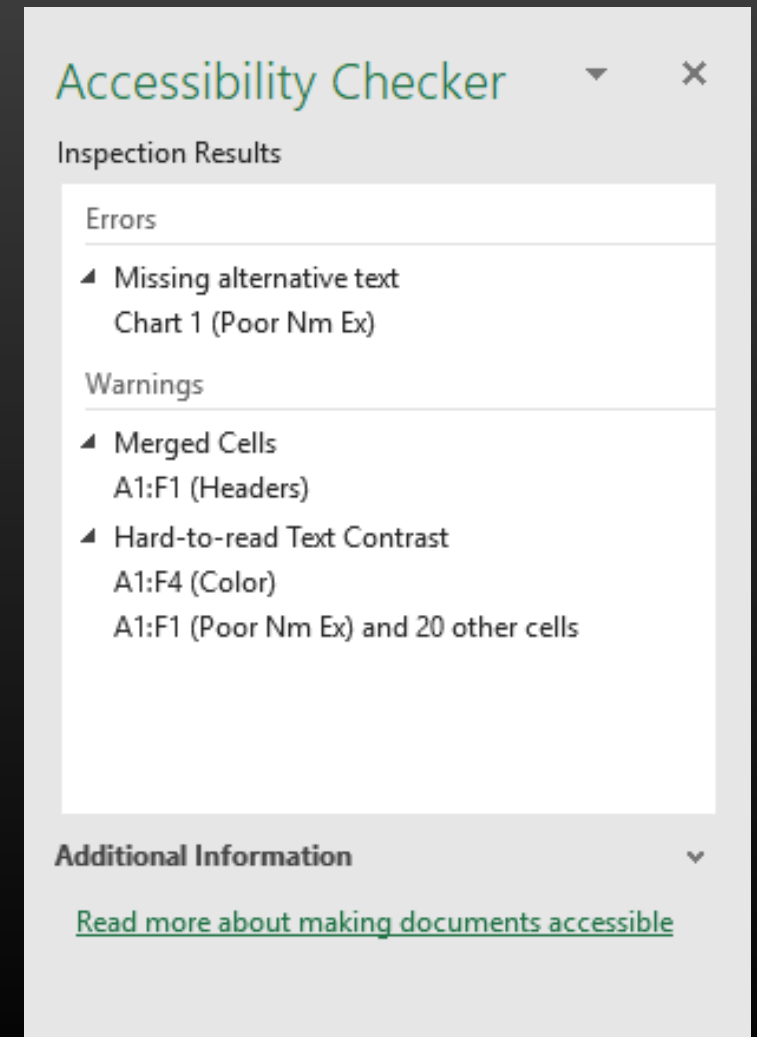
Fonts

- Large Font Size
- Sans Serif Font



The Accessibility Checker

- Add to Quick Access Toolbar
- Develop Habit Like Spell Check



Word

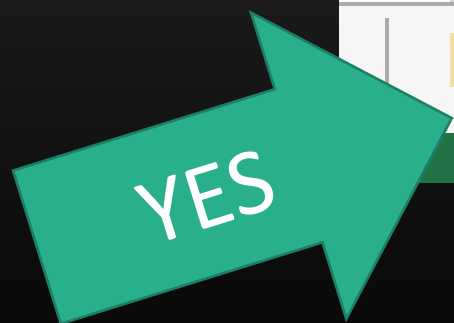


- Headings & Styles
- Simple Tables
- Visuals



Excel

- Sheet Tabs
- Table Structure



	Hyperlinks	Color	Headers	Poor Nm Ex



Tables



My Address List					
Fst Name	Lst Name	Add	Cty	St	Zp
Bob	Smith	123 Main	Wichita	KS	67203
Jane	Doe	456 Central	Wichita	KS	67203
CindyLou	Who	789 Douglas	Wichita	KS	67203
My Address List					
First Name	Last Name	Address	City	State	Zip
Bob	Smith	123 Main	Wichita	KS	67203
Jane	Doe	456 Central	Wichita	KS	67203
CindyLou	Who	789 Douglas	Wichita	KS	67203

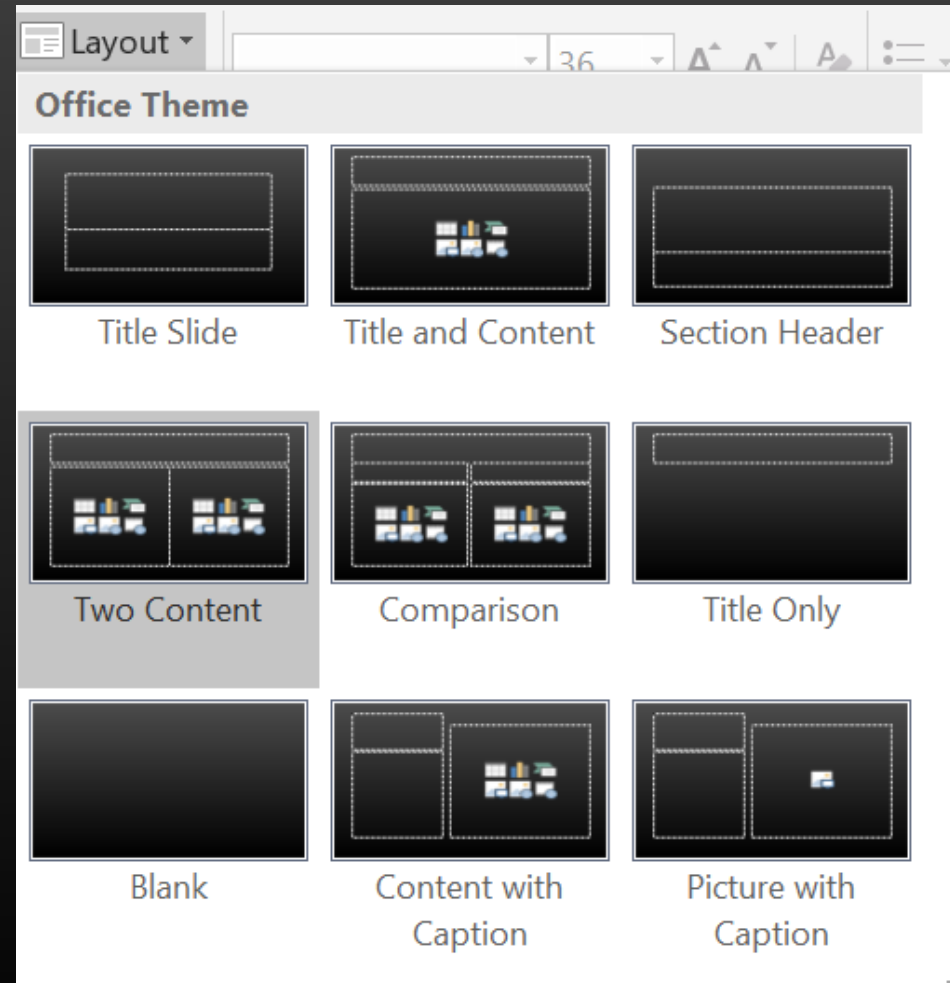
A large green arrow pointing to the right, containing the word "YES" in white capital letters.

YES

PowerPoint

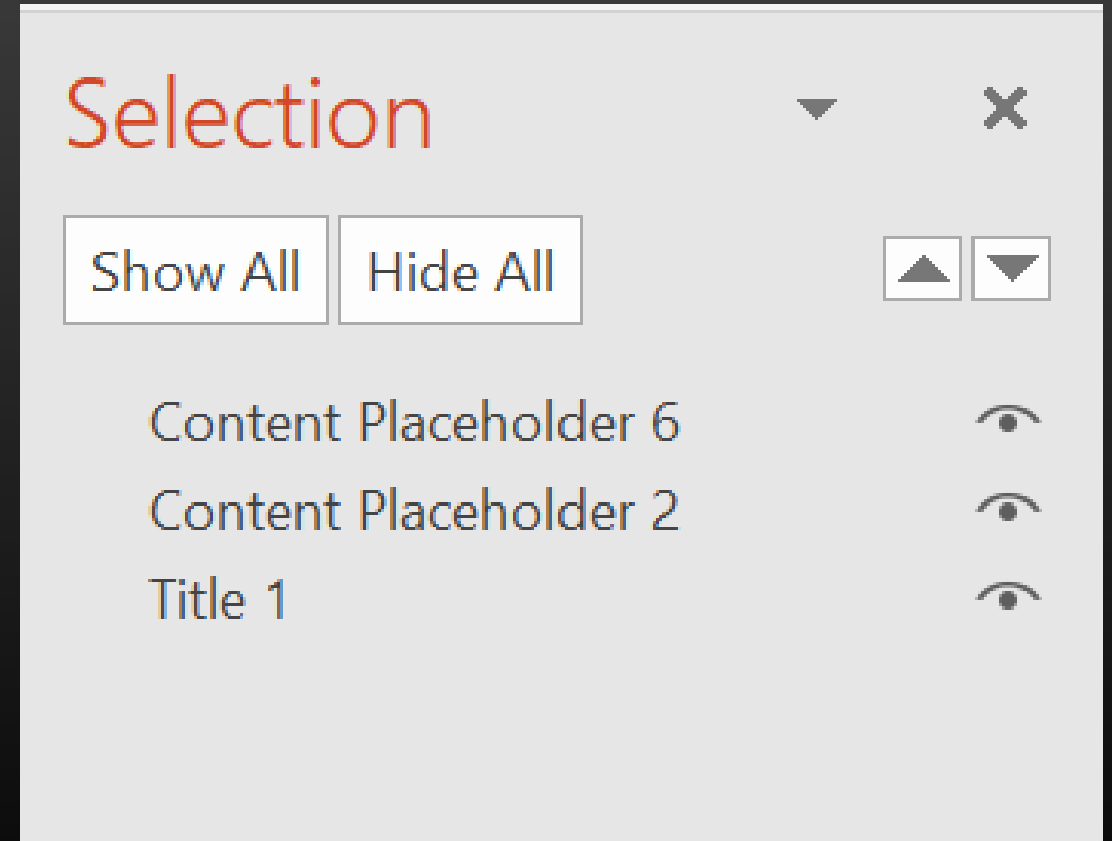


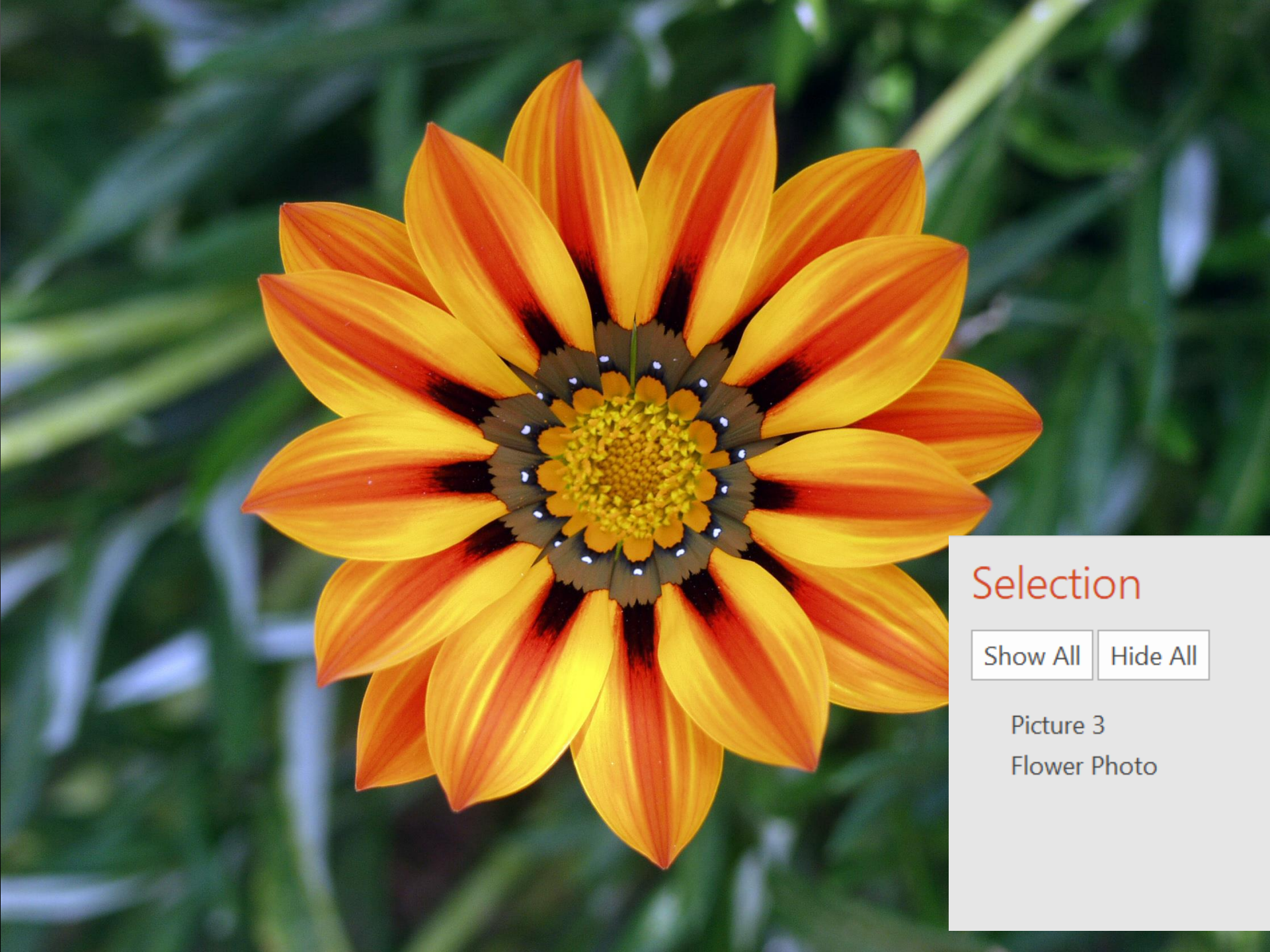
- Layouts
- Selection Pane
- Audio & Video



Selection Pane

- Editable
- Reads Bottom Up
- Hide from View
 - Searchable





Selection



Show All

Hide All



Picture 3



Flower Photo



Audio & Video

- Closed Captioning
- Alt Text

The screenshot displays the YouTube Creator Studio interface, specifically the Subtitles/CC editor. The left sidebar shows the 'Videos' section selected under 'CREATOR STUDIO'. The main area is titled 'Transcribe and set timings: English' and features a list of subtitle entries with their corresponding timestamps. A video player on the right shows the video content, which includes a spreadsheet titled 'COUNT Functions' and a video player with a subtitle overlay. The video player has a 'Pause video while typing' checkbox checked.

CREATOR STUDIO

- YOUTUBE STUDIO BETA
- DASHBOARD
- VIDEO MANAGER
- Videos**
- Playlists
- LIVE STREAMING
- COMMUNITY
- CHANNEL
- ANALYTICS
- TRANSLATIONS & TRANSCRIPTIONS
- CREATE
- YOUR CONTRIBUTIONS
- Help and feedback

Transcribe and set timings: English

Actions

Type subtitle here then press Enter

0:00.7 - 0:05.1 the count function is something I often get questions on there's so many

0:05.1 - 0:11.3 varieties of counts so I'm going to walk through the count function and all the

0:11.3 - 0:15.0 different variations you might come across the first one I'm going to show

0:15.0 - 0:21.5 you is count that you would use if you are doing numbers and for this one I'm

0:21.5 - 0:26.3 going to type it right in the cell here I'm going to start with equal sign that

0:26.3 - 0:31.6 all our functions start with and I start typing in the word count when I see it

0:31.6 - on the list just a word to the wise this

COUNT Functions

Name	Amount	Function
Susie	457	COUNT (Numbers)
Justin	824	COUNTA (All or NonBlanks)
Juli		COUNTBLANK
Carrie	178	COUNTIF (Criteria)
Toni	713	COUNTIFS (Multiple Criteria)
Danielle	330	

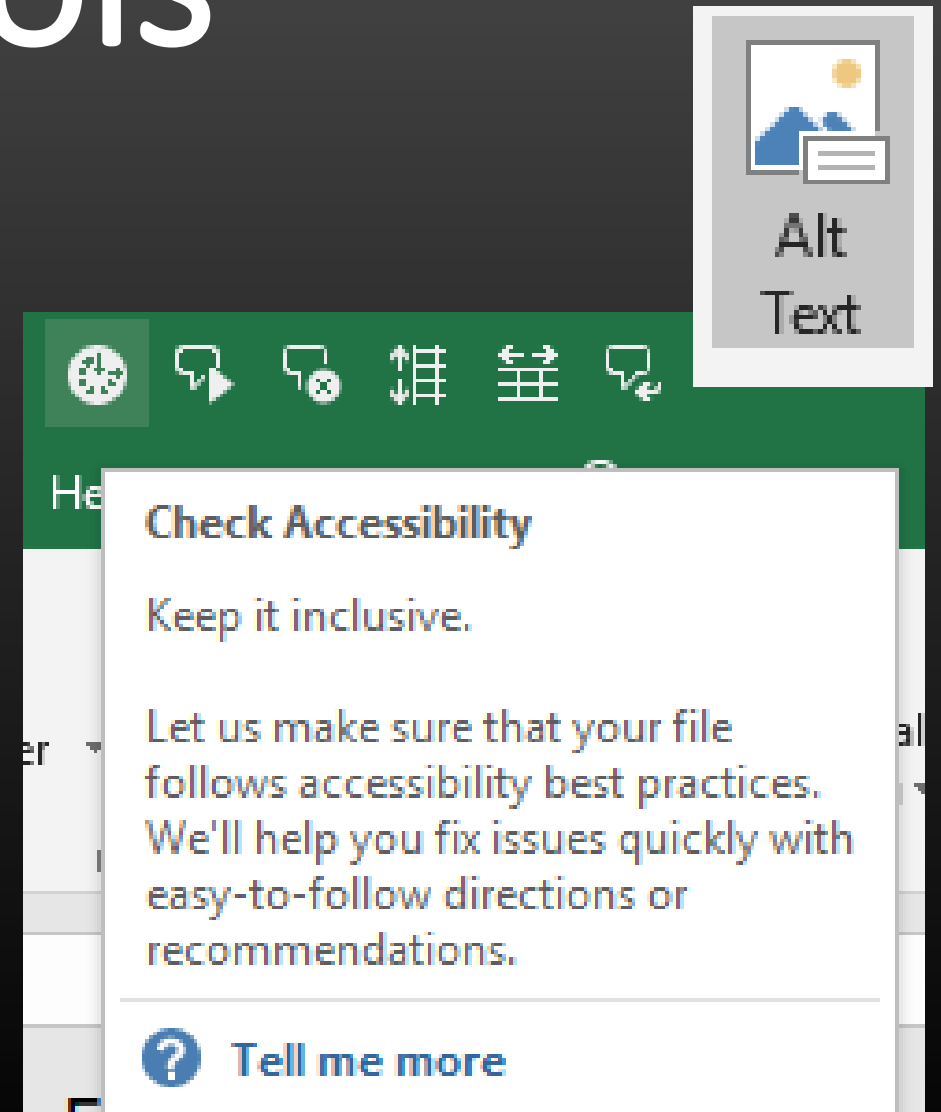
the count function is something I often get questions on there's so many

varieties of counts so I'm going to walk through the count function and all the

Pause video while typing

Quick Access Tools

- Check Accessibility
- Speak Cells
- Speak Cells Stop
- Speak Cells by Columns
- Speak Cells by Rows
- Speak Cells on Enter
- Alt Text
- Read Aloud
- Speak Selected Text



Quick Access Tools



WORD

- Check Accessibility
- Alt Text
- Read Aloud
- Speak Selected Text



EXCEL

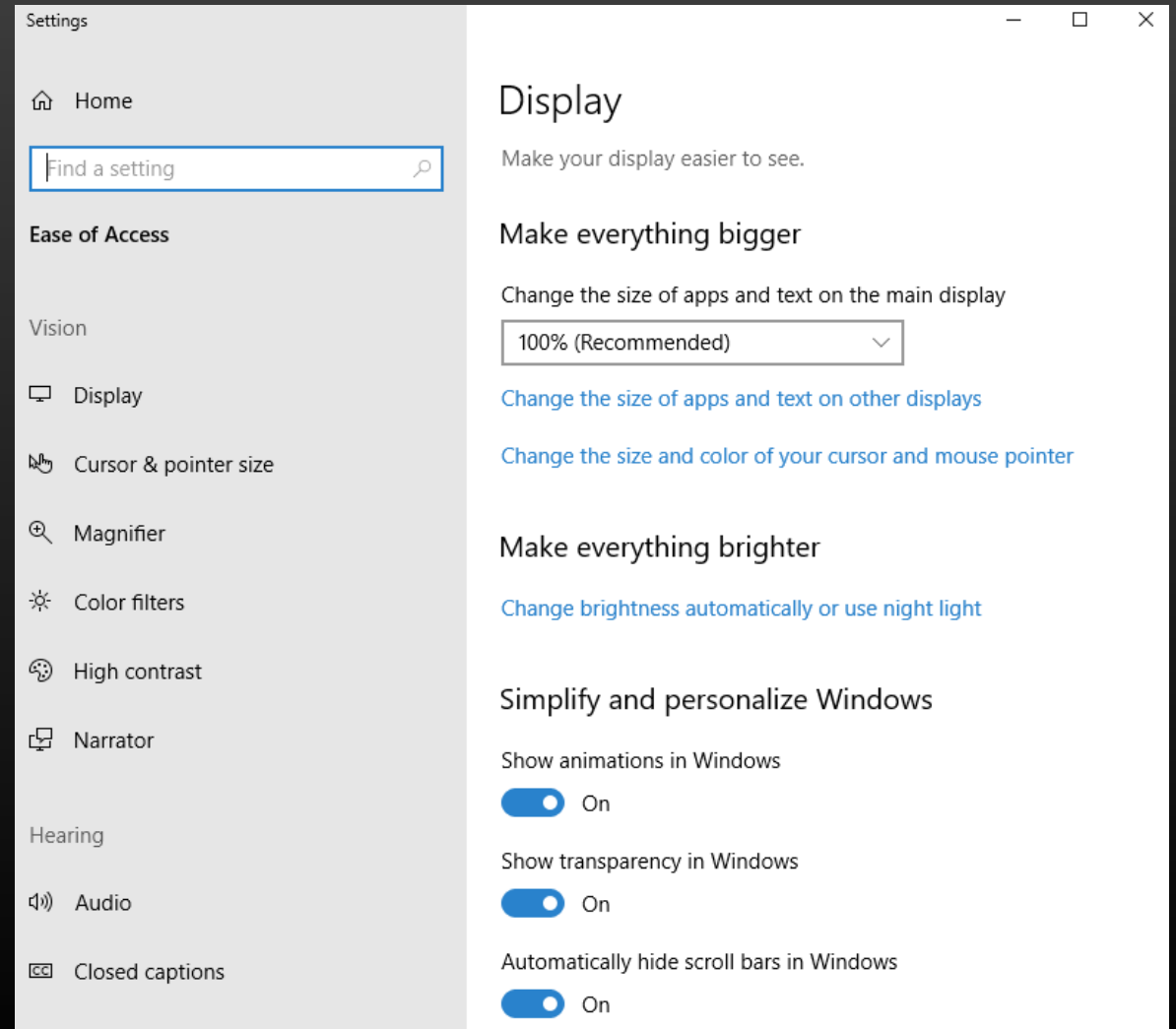
- Check Accessibility
- Alt Text
- Speak Cells
- Speak Cells Stop
- Speak Cells by Columns
- Speak Cells by Rows
- Speak Cells on Enter



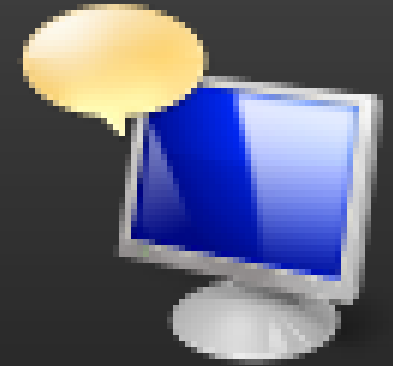
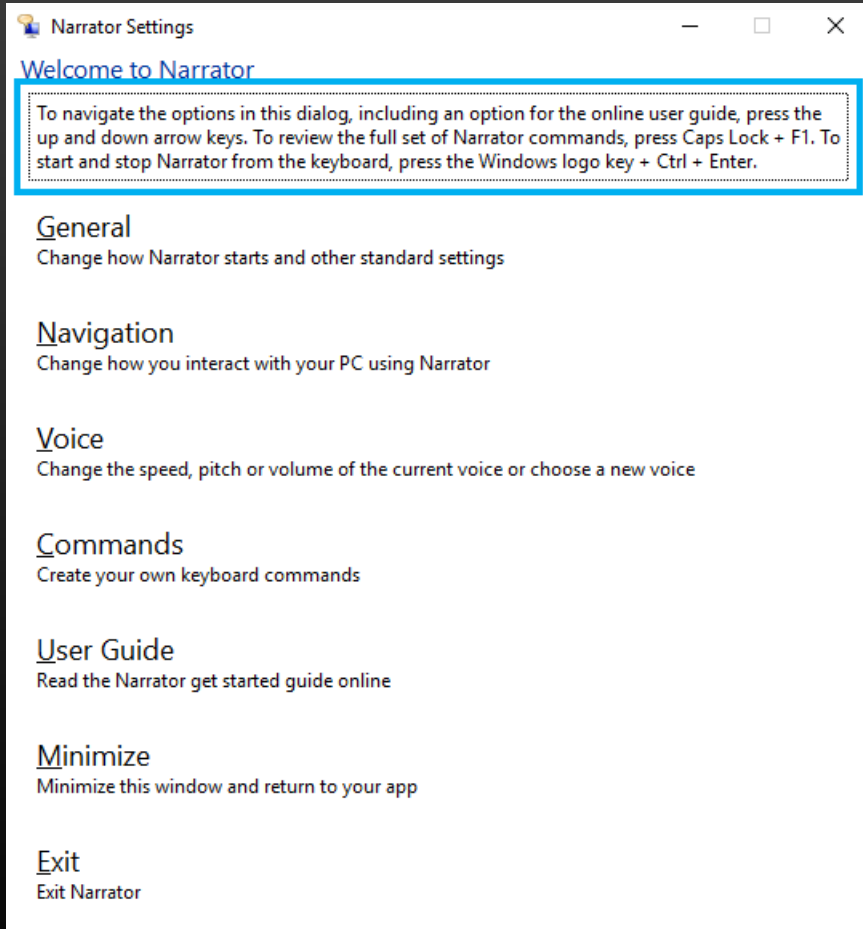
POWERPOINT

- Check Accessibility
- Alt Text
- Speak Selected Text
- Selection Pane

Ease of Access



Windows 10 Narrator



 + Ctrl + Enter

or

 + Ctrl + N

Are You Accessible?



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